

FATIMA MATA NATIONAL COLLEGE

AUTONOMOUS

(Reaccredited with 'A' Grade by NAAC)

Affiliated to University of Kerala



Minutes Management Board

IQAC INTERNAL QUALITY ASSURANCE CELL

Minutes of the Managing Board Meeting of Fatima Mata National College, Kollam held on November 09, 2015 at the Bishop's House.

The meeting of the Managing Board of Fatima Mata National College, Kollam was held on November 09, 2015 at the Bishop's House. His Excellency Most Rev. Dr Stanley Roman graced the meeting with his presence. Rev. Fr Anil Jose, the manager, presided over the meeting. The following members attended.

1. Most Rev. Dr Stanley Roman (Patron)
2. Rev. Fr Anil Jose (Manager)
3. Dr S. Kevin (Former Pro Vice Chancellor, University of Kerala)
4. Rev. Fr Joseph John (Principal, Karmela Rani Training College)
5. Dr Vincent B. Netto (Principal)
6. Dr Titus A. R. (Vice Principal)

The meeting commenced at 11.15 am with a prayer. Immediately thereafter, the Principal and ex-officio Secretary presented the minutes of the previous meeting held on 05/06/2015.

Agenda Item No. 1 – Campus Discipline

The principal gave a brief account of the events that led to the undesirable student unrest in the college on 5 and 6 October 2015. The management board unanimously agreed that the Principal had exclusive powers to forestall such attempts on the part of the students to sabotage the peaceful atmosphere in the college. Therefore the Principal could resort to strict disciplinary actions against unruly elements.

Agenda Item No. 2 – IQAC

Dr Vincent B. Netto presented the recommendations of the IQAC. The IQAC in its meeting held on 09.07.2015 emphasised the need to enhance the ambience of the college and to give a facelift to the departments for which the assistance of the alumni associations may be sought.

It was decided to make the maximum use of the Hockey field.

The manager suggested the use of a Power Generator to reduce the soaring expenditure on power consumption, and the Board ratified the same.

Agenda Item No. 3 – Examination Reforms

The Management Board approved the following proposals of:

- (i) conducting two CATs of One-and-half hour duration each,
- (ii) appointing external examiners for reevaluation (20 per cent of answer scripts) of UG answer scripts
- (iii) continuing with the current practice of appointing experienced teachers from within the college as question paper setters for the end semester examinations. The Board also affirmed Dr Kevin's proposal to introduce the practice of giving additional assignments to students so as to improve their academic performance. It was also decided to introduce UG Programmes in B Com with Computer Application and BCA under the Self-Financing Stream.

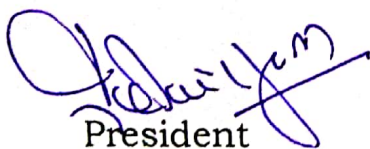
Agenda Item No. 4 – Result Analysis

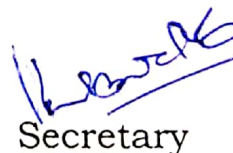
A comprehensive analysis of the results of UG and PG was made by the Board. The Board congratulated the Examination Wing and the Faculty members for the flawless method of evaluation and prompt publication of results.

Agenda Item No. 5 – Appointments

His Excellency entrusted the Manager and the Principal with the responsibility of expediting the process of appointments to various teaching and non-teaching posts.

The meeting came to a close at 1 p.m.


President


Secretary

Minutes of the Managing Board Meeting of Fatima Mata National College, Kollam held on January 09, 2017 at the Bishop's House.

The meeting of the Managing Board of Fatima Mata National College, Kollam was held on January 09, 2017 at the Bishop's House. His Excellency Most Rev. Dr Stanley Roman graced the meeting with his presence. Rev. Fr Anil Jose, the manager, presided over the meeting. The following members attended.

1. Most Rev. Dr Stanley Roman (Patron)
2. Rev. Fr Anil Jose (Manager)
3. Prof. Abraham Arackal
4. Rev. Fr Joseph John
5. Dr Vincent B. Netto (Principal)
6. Dr Titus A. R. (Vice Principal)

The meeting commenced at 03.30 pm with a prayer. The Principal, ex-officio Secretary, presented the minutes of the previous meeting held on 09/11/2016. The other items of the agenda transacted at the meeting included:

- Action taken report
- NAAC Reaccreditation
- Research Facility to External Guides
- New Regulations on Appointments – Management Nominees

Action taken report

The Principal made a brief presentation of action taken regarding Campus Discipline, IQAC, Examination reforms, and Appointments to various Teaching and Non-Teaching posts.

NAAC Reaccreditation

As the College is getting ready for the next Cycle of Reaccreditation by the NAAC, the meeting pondered over the following pertinent points:

Prof. Abraham Arackal suggested the promotion of Outreach Activities such as lectures, publications in regional dailies and local magazines so

as to enlighten the civil society on contemporary issues of social import.

It was decided to make an analysis of the results in the Autonomous System of our college and compare them with that of the University Stream. A Community-wise study of the results, particularly of the College Community, would facilitate focused attention on the community students.

An External Monitoring Committee should be constituted to look into the department-wise progress of the institution and the monitoring process should be completed by the end of February.

Teacher Evaluation by the students would go a long way in improving the teaching learning process.

Research Facility to External Guides

The committee felt the need to strengthen the academic research activities by attracting more Research Scholars and supervising teachers and hence, the need for providing Research facility to External Guides. However, extreme caution should be exercised to ensure that the overall interests of the institution are taken care of. The number of such guides should be limited as decided by the management.

New Regulations on Appointments – Management Nominees

Prof. Abraham Arackal expressed his apprehension on the new regulations of appointment as the order is in contravention to the direct payment agreement of 1972 and an infringement upon the minority rights enshrined in the constitution. The body entrusted the manager to take recourse to legal remedy to rectify the anomalies in the new order. The body recommended a re-notification of the vacant teaching posts since the original notification stands void.

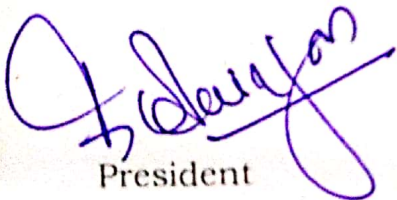
Other important Decisions

It was decided to place a request with the KSEB to remove the 11 KV line from the campus and to install a transformer instead.

The managing board appreciated the system of maintaining the movement register for the staff and decided to continue the practice.

The body expressed its displeasure over the apathy of University and Governmental authorities towards the smooth functioning of the autonomous stream, as evident in undue delay in the issuance of certificates (provisional and degree), and unnecessary hassles in according concurrence for appointments.

The meeting came to a close at 5 p.m.


President


Secretary

Minutes of the Managing Board Meeting of Fatima Mata National College, Kollam held on May 08, 2017 at the Bishop's House.

The meeting of the Managing Board of Fatima Mata National College, Kollam was held on May 08, 2017 at the Bishop's House. His Excellency Most Rev. Dr Stanley Roman graced the meeting with his presence. Rev. Fr Anil Jose, the manager, presided over the meeting. The following members attended.

1. Most Rev. Dr Stanley Roman (Patron)
2. Rev. Fr Anil Jose (Manager)
3. Prof. Abraham Arackal
4. Rev. Fr Joseph John
5. Dr Vincent B. Netto
6. Dr Titus A. R.

The meeting commenced at 10.30 [✓] am with a prayer. The Principal, ex-officio Secretary, presented the minutes of the previous meeting held on ~~09/01/2017~~. The other items of the agenda transacted at the meeting included: ~~ASIA~~

Action taken report

Software Change

Admission

NAAC Reaccreditation

Short term courses

Mode of appointment - UGC regulations

Non-teaching staff pattern

Campus Discipline

Action taken report

The Principal made a brief presentation of action taken regarding the progress of the preparations for the forthcoming NAAC re-accreditation. It included the constitution of a steering committee and seven sub-committees, each to look into the individual criterion

specified by NAAC, and consolidate the required data. Research facilities have been opened to accommodate external guides, in strict adherence to the Board's stipulations, and necessary papers forwarded to the government seeking concurrence for re-notification of vacant posts.

Admission

The Principal informed the Board about the institution's intent to adopt a fully automated online admission process for UG and PG, to be duly monitored by the admission committee with Dr A. R. Titus as convenor. For UG admissions under Management Quota, the Board decided to give 15 percent seats to the Community students with catechism certificates in the ratio of 7 percent for ISC and 8 percent for State syllabus students, and the remaining 5 per cent will remain the exclusive privilege of the Management. Parish Priests under the Quilon Diocese have to be informed of the admission schedule and details.

NAAC Reaccreditation

While deliberating on the institutional preparation for NAAC Reaccreditation His Lordship exhorted that the Principal should ensure the unstinted cooperation of all staff members so as to attain the highest possible Grade. Also, it was imperative that high quality research and publications in internationally accredited journals be promoted. Prof. Abraham Arackal underlined the need for proper coordination among all stakeholders, including the student community, teacher fraternity, parents and alumni, in this endeavour. Fr. Joseph John felt the need for an institutional eco-system conducive to innovation and excellence, and suggested the constitution of an advisory committee comprising eminent personalities with a strong commitment to our institution. The Board

entrusted the manager with the responsibility of analyzing the feasibility of starting NET coaching classes, at the Catalani Centre, for the benefit of our students. The creation of a development fund to meet the NAAC Reaccreditation related expenses was also found necessary.

Software Change

The Manager sought the permission of the Body to effect a changeover to institutionally owned software from the existing service provider system, and the Board unanimously agreed to it.

Mode of Appointment/UGC Regulations/Non-teaching Staff Pattern

Discussing the Mode of Appointment/UGC Regulations, Prof. Abraham Arackal pointed out that the norms and procedures for the direct recruitment and promotion/placement of Teachers and Principal in aided colleges as insisted by the University 'in accordance with the UGC regulations 2010' were in contravention to the Direct Payment Agreement and the Statutes of the Kerala University and, therefore, necessitated taking recourse to legal remedy so as to establish the legitimate rights of minority community institutions in such matters.

Non-teaching staff pattern

The revised staff pattern of non-teaching staff in private aided colleges as per order No. E5/18724/2016/Coll.Edn.dated19.04.2017 was found to adversely affect the work pattern in our college and hence the Board decided to seek legal remedy.

Short term courses

The Manager suggested providing facilities for introducing short term courses under the auspices of State Resource Centre, Kerala. The meeting resolved to approve the same.

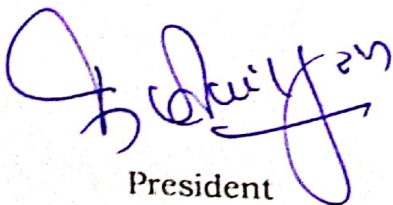
Campus Discipline

While deliberating on campus discipline, His Lordship expressed his concern over the decision of the PTA breaching the well acclaimed quadrangle system and deviating from the age old healthy practice and the rules stated in the college hand book. In the light of the complaints received by the Management and Teachers, the Board decided to adhere strictly to the college rules and safeguard the quadrangle system for the wellbeing, privacy and safety of the girl students. The Board entrusted the Principal to convene an urgent meeting of the PTA General Body in order to sensitize the parents on the sanctity of the quadrangle system and to take a firm stand upholding the cherished values of our college.

Other Decisions

The manager recommended Dr Mary Teresa P. Miranda for the post of Coordinator, Self Financing stream and the Dean of Research, and the Board approved the same.

The meeting came to a close at 01 p.m.


President


Secretary

Minutes of the Managing Board Meeting of Fatima Mata National College, Kollam held on October 20, 2017 at the Bishop's House.

The meeting of the Managing Board of Fatima Mata National College, Kollam was held on October 20, 2017 at the Bishop's House. His Excellency Most Rev. Dr Stanley Roman graced the meeting with his presence. Rev. Fr Anil Jose, the manager, presided over the meeting. The following members attended.

Most Rev. Dr Stanley Roman (Patron)
Rev. Fr Anil Jose (Manager)
Rev. Fr Rolden Jose Jacob (Pro Manager)
Prof. Abraham Arackal
Rev. Fr Joseph John
Dr Vincent B. Netto
Dr Titus A. R.

The meeting commenced at 11.00 am with a prayer. The Principal, ex-officio Secretary, presented the minutes of the previous meeting held on May 08, 2017. The other items of the agenda transacted at the meeting included:

1. Action taken report
2. NAAC Reaccreditation
3. IQAC recommendations and external Peer Team
4. External Monitoring
5. Appointments – Controller of Examination and Deans
6. Any other matter

Agenda # 1 - Action taken report

The Principal made a brief presentation of action taken regarding the Software Change, Admission, NAAC Reaccreditation, Short term courses, Mode of appointment UGC regulations/ Non-teaching staff pattern, and Campus Discipline.

Agenda # 2 - NAAC Reaccreditation

The Principal elaborated on the institutional preparation for NAAC Reaccreditation. His Lordship sought clarification from the Principal on the commitment and competency of the persons included in the NAAC coordination committee and the Principal put in plain words the circumstances that led to the constituting of the committees. His Lordship underscored the necessity of choosing the best candidates for appointments in sync with the national outlook as envisaged by the founder, Late Bishop Jerome M. Fernandez and reflected in the name of the college.

The Board decided to constitute a team for the External Monitoring Committee to look into the progress of all the departments for the forthcoming NAAC team visit. The services of Dr Kevin in these efforts were to be solicited.

The postgraduate students of Latin Catholic community should be given special coaching as to help them qualify competitive examinations including UGC tests. The manager Rev. Fr Anil Jose informed that NET/SET Coaching classes have already been started and PSC coaching classes are on the anvil. Rev. Fr Rolden Jacob underscored the necessity of reframing a concrete and comprehensive institutional policy covering academic (curricular, teaching learning, research and innovations), governance and administration, infrastructure, finance and institutional values and best practices as mandated in the Institutional Accreditation Manual for Autonomous Colleges. Dr Netto read out a draft policy guidelines concerning Research and Development.

Prof. Abraham Arackal emphasized the need for promoting publications on issues of social import, particularly of local concerns,

by the faculty in regional dailies so as to enlighten the society on such issues thus making academic research an outreach activity.

His Lordship expressed his concern over the attempt made by certain sections to present a distorted history and legacy of the Catholic Church in Kollam. A concerted effort must be made to enlighten the Catholic students about the true facts. In this context, Dr Arackal suggested that the Department of History could think of the viability of including the History of the Church in Kerala in the under-graduate syllabus.

His Lordship enquired whether the college still continues with the system of chronicling – a practice in vogue during His Lordship's tenure as the Principal. Prof. Abraham Arackal accentuated the need for having college archives. The Principal gave his assurance in making sincere efforts towards this end.

Agenda # 3 - IQAC Recommendations and External Peer Team

The Principal presented the following recommendations of the Internal Quality Assurance Cell of our college.

- Web portal for the Alumni of our institution, so that world-wide interaction can be made possible.
- IT enabled classrooms
- Instrumentation block
- Appointment of permanent faculty.
- Add on courses
- Distribution of seed money and incentives

The Board decided to launch a web portal for alumni; to provide sufficient number of portable LCD Projectors to all Departments so as to make almost all classrooms IT enabled; to set up an instrumentation block on the first and second floors of the PG & Research Block and to start add on courses.

Responding to the recommendation on appointment of permanent faculty, Prof Abraham Arackal stated that inviting applications for teaching posts should be done only after clarifications were sought regarding the role of government nominee in the light of UGC Regulations 2010. The screening committee as specified by the UGC does not make provisions for including government nominee. But, the government has already sanctioned a government nominee in this regard. Dr Netto informed the Board about the unanimous decision of the meeting of the Principals/Managers convened by the KCBC as not to go for appointments abiding the UGC regulations since many of its clauses infringe upon the minority rights. Rev. Fr Joseph John felt that the new regulations are in conflict with the Direct Payment Agreement. It was resolved to wait for further clarifications from the government on the issue.

Agenda # 4 - External Monitoring

Dr Netto suggested the setting up of an external peer team comprising academicians of repute to evaluate the performance of the college. The Board decided to constitute a peer team by including eminent academicians like Dr Alexander IAS, Dr Alexander Jacob IPS, Sri T.P. Sreenivasan, Dr S. Kevin, Dr Achut Sankar, Prof Abraham Arackal, Sr (Dr) Annette Thottakkara, Dr Udaya Kumar (former DCDC), and Dr Udaya Sukumaran.

Agenda # 5 - Affiliation Status of the College

Rev Fr Joseph John enquired if the affiliation conferred to the College was permanent or temporary. The Principal ensured that the affiliation of all programmes except in the Self-Financing Stream was permanent. However, he wanted the matter to be checked with the University.

Agenda # 6 – Any other matter

Research

The principal informed the board that of the seven research departments in the college, two (economics and commerce) had only a provisional status. To tackle this problem, the board unanimously agreed that efforts should be taken to encourage teachers with Ph.D. Degrees in the departments concerned to seek registration as research guides immediately, so that the research activities may progress smoothly.

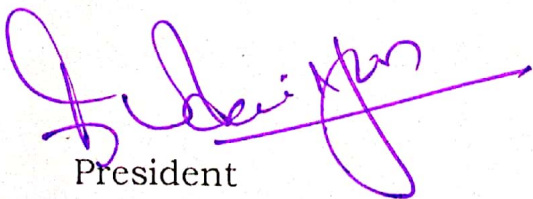
Appointments – Controller of Examination and Deans

The Board decided to extend the tenures of the Controller, the Deputy Controller, the Assistant Controller of Examinations, the Deans of Students' Welfare and Arts till further orders. Dr Shirley Williams was appointed the Dean of Science.

New Courses

The Manager proposed the introduction of a new course in the Self-Financing Stream for B. Com. (Finance) , short term courses in Soft Skill Development, and B. Voc. Programmes. The Board approved of the proposal and gave the nod for initiating them.

The meeting came to a close at 01 p.m.


President


Secretary